Dr. John Doe

Professor of Math, Bloomsburg University

Dear student,

It has come to my attention that you have been falling behind in my class quite significantly. As I have been informed, you are also deaf and although that is not the cause of your falling behind, I have to take that into account when you are in the classroom trying to learn like everyone else.

I would suggest getting a tutor that can also be your translator inside and outside the classroom. If you do not start getting better grades, your overall grade will continue to decline. There are procedures you can go through to get a translator and tutor through the university.

Best of luck,

Dr. Doe